2005 SPRING SCHOOL UPDATE WORKSHOP SESSION DESCRIPTIONS

Policy and Regulatory Update. This session will review the latest reauthorization issues and highlight other issues addressed by the U.S. Department of Education (ED).

NSLDS Data Conflict Resolution. This session will cover how NSLDS data conflicts are resolved. Learn about the numerous NSLDS data providers and how to identify types of data conflicts that the NSLDS Customer Care Center can resolve and those conflicts that are not suitable to forward to the NSLDS Customer Care Center.

Return of Title IV Funds. This session will explore the regulatory background, concepts, and definitions in the regulations regarding returning Title IV student aid funds in the event that a student withdraws from an educational institution.

What Every Financial Aid Administrator Should Know About Taxes. Financial aid officers previously have not been required to be familiar with the U.S. tax code. ED now has indicated that financial aid administrators are "obligated to know" the following items: Whether an individual was required to file a tax return. What an individual's correct filing status should be, including requirements regarding filing as a head of household. That an individual cannot be claimed as an exemption by more than one person. When a mismatch exists between assets reported and income reported from assets. This session is designed to provide a solid understanding of these elements of the tax code and to provide an easy-to-follow reference for financial aid administrators.

Veterans' Benefits. This session will cover how to determine who is a veteran, what aid is available to veterans, and your responsibilities as a financial aid administrator. The session also will describe a few changes that have come about due to recent world events. ED makes a few exceptions to the regulations for veterans. As more veterans are attending school, financial aid professionals need to be aware of these guidelines.

Policy and Procedures Manual. A policy and procedures manual is a written accumulation of pertinent procedures that financial aid staff can use to process financial aid. The manual is used to centrally house required written policies and procedures as well as other important information that enables the financial aid office to run smoothly. In this session, you will learn the importance of having an up-to-date manual in your office as well as what you should include in the manual.

Workshops will be held on May 17, 2005, at Grand Valley State University, Allendale and on May 19, 2005 at the VisTaTech Center at Schoolcraft College. Registration and continental breakfast will begin at 8:30 a.m., with the first session starting at 9:00 a.m. Lunch will be provided, and we plan to conclude at approximately 3:00 p.m.